



**Office of Human Resources Management and Labor Relations  
Worklife and Benefits Service (058)**

**ANNUAL LEAVE (Title 38 Employees)**

**Purpose:**

- Vacation/rest and relaxation
- Personal business, emergency reasons, or family needs (e.g., religious observations, attendance at conferences or conventions, etc.)

**Eligible Employees:**

- Full time or part-time work schedules
- Appointment expected to last 90 days or more or have been continuously employed for at least 90 days under one or more appointments

**Earning Rates:**

- |  |   |
|--|---|
| • Full-time Physician, Dentist, Podiatrist, Chiropractor and Optometrist                             | 26 days earned each leave year                                  |
| • Full-time RN, ARNP, Nurse Anesthetist, Physician Assistant and Expanded-Function Dental Auxiliary: | 8 hours earned each pay period                                  |
| • Part-time Title 38 Employees   | 1 hour of annual leave earned for each 10 hours in a pay status |

**Annual Leave Ceiling (Maximum Accumulation):**

- |   |           |
|---|-----------|
| • Full-time Physician, Dentist, Podiatrist, Chiropractor and Optometrist                            | 86 days   |
| • Full-time RN, ARNP, Nurse Anesthetist, Physician Assistant and Expanded-Function Dental Auxiliary | 685 hours |
| • Part-time Title 38 Employees  | 240 hours |

Any accrued annual leave in excess of the maximum amount allowed by law will be forfeited.

**Advanced Annual Leave:**

There is no entitlement to advanced annual leave; however, employees may be granted advanced annual leave not to exceed the amount which can be accumulated by the end of the leave year in which it is granted.

- References:** 38 U.S.C. Chapters 73 and 74 (full-time employees)  
5 U.S.C. Chapter 63 (part-time employees)